



CORNWALL MUSIC SERVICE TRUST

JOB DESCRIPTION

JOB TITLE: Finance Manager

GRADE/SALARY: Full Time Equivalent £30,000 to £35,000 per annum (depending on experience)

HOURS: 16 hours per week (Pro rata salary of £12,800 to £14,933)

REPORTING TO: Head of Service and The Chair of Trustees

IMPORTANT FUNCTIONAL RELATIONSHIPS

WITH: Board of Trustees, Team Managers of CMST & Office Manager/Senior Administrator

ROLE OVERVIEW

To manage the finance and accounting functions at Cornwall Music Service Trust including:

- All accounting and financial systems, procedures and software.
- Checking all payments including payroll.
- Preparation of Management Accounts, Annual Accounts and other financial reports.
- Preparation of information for funding applications to grant making bodies in collaboration with the Head of Service and Funding Consultant
- Budget preparation and management.
- Compliance with statutory requirements.
- Liaising with Cornwall Music Service Trust Auditors and Accountants.

KEY FUNCTIONS

- To provide effective liaison with the administration staff in accordance with Cornwall Music Service Trusts (CMSTs) HR policies and procedures and in particular to conduct appraisals and promote professional development where appropriate.
- To issue sales invoices using Paritor software for sending to clients by email and post.
- To write and implement Debt Collection procedures to identify outstanding amounts and monitor progress of collection.
- Collate payroll information and process ready for authorisation from Head of Service. Prepare payroll and pension End of Year Returns and administer the NEST Pension Scheme.
- Deal with payroll queries in a prompt and friendly manner.
- To ensure that accounting and payroll and personnel are selected, used and maintained effectively in conjunction with the Head of Service.
- To develop and maintain effective financial controls.
- To develop and monitor effective financial procedures throughout CMST. This will include policies on purchasing, tendering and expenses.
- To ensure compliance with the SORP in the preparation of the annual accounts.
- To ensure that monthly control and reconciliation procedures are followed including Bank Reconciliations and Accruals and Prepayments.
- To supervise all bank accounts.
- To process all payments made, including payroll.
- To investigate all unusual claims submitted.
- Prepare termly Management Accounts and Cash Flow statements for the Trustees.
- To analyse expenditure and make recommendations for savings.
- Submit Gift Aid claims on an Annual Basis to HMRC.
- Prepare Annual accounts ready for external audit, liaising with the Clerk to the Trustees.



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- To prepare and submit the Annual declaration of Virtual Terminal Compliance.
- To provide costing's, projections and other financial analysis as required by the Head of Service/Trustees and to advise on financial implications and consequences as appropriate.
- To ensure that fee debtors are monitored and managed effectively and to pursue claims through the courts as necessary.
- To ensure compliance with various legislation concerning VAT, tax and Charities. Keeping knowledge up to date with CPD.
- To co-ordinate and prepare the annual budget for review by Head of Service.
- To prepare information for funding.
- To use various accounting techniques, such as forecasting, benchmarking and competitor analysis to inform and evaluate CMSTs financial strategy.
- To develop and maintain a productive and harmonious relationship with all CMSTs stakeholders including Cornwall Music Education HUB & Cornwall Council.
- Any other reasonable duties that CMST may from time to time determine.

SUPERVISORY RESPONSIBILITIES

- Supervision of staff's duties in connection with CMST processes within the Administration Department
- The recruitment of administration staff in consultation with the Head of Service
- To maintain appropriate control and audit systems, including paper records as required for internal management purposes, and for inspection by outside authorities.

PERSON SPECIFICATION

Essential Criteria

- A recognised accountancy qualification
- Excellent interpersonal skills
- The ability to take decisions within defined limits and solve problems
- A flexible approach and the ability to react to the varied needs of CMST
- A sense of humour and an ability to maintain that even when under pressure
- Good verbal and written presentation skills

Desirable Criteria

- Experience in managing a small accounting function
- An understanding of Music Services

ADDITIONAL

- CMST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly
- Although there is no direct responsibility for children, this role will involve some contact with pupils.

Date prepared: May 2017

Prepared by: Gareth Churcher Head of Service